



## Toolbox: Navigating the New User Interface (UI)



### Icons/Fly-Out Menus

The new Deacon Depot User Interface (UI) offers a look and feel more closely related to familiar social media applications. The navigation offers “fly-out” menus that provide additional, related information when an icon is hovered over or clicked. On the left side of each fly-out menu, you’ll find the categories related to that menu item. Clicking the category name on the left will display the options available within that category on the right. Each icon and menu is described in the table below.

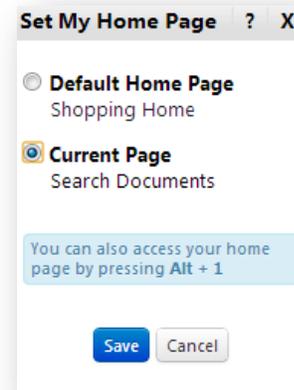
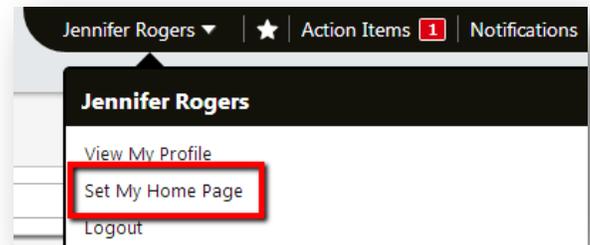


Clicking the house will always return you to your Home Screen.

In the new UI, the home screen can be customized to a screen other than the default home/shop screen using the following steps:

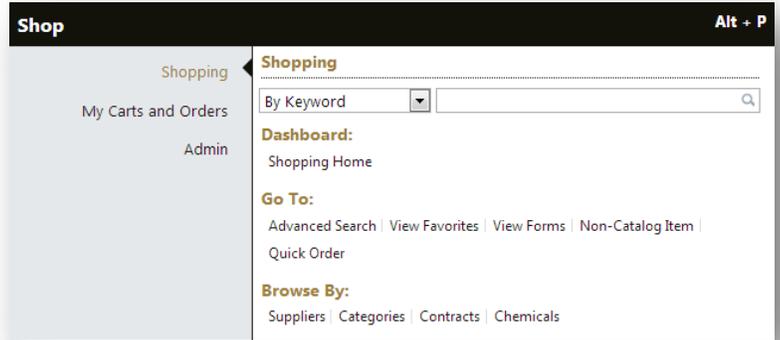
1. Navigate to the screen you want to save as your home screen.
2. Once the desired screen displays, simply click the drop-down arrow by your name in the upper right portion of the screen.
3. When the menu expands, select “Set My Home Page”.
4. A pop-up box will display asking you to confirm your choice. You can either save or cancel.

To return to using the default home screen, select “Set My Home Page” again, select “Default Home Page” and click Save.

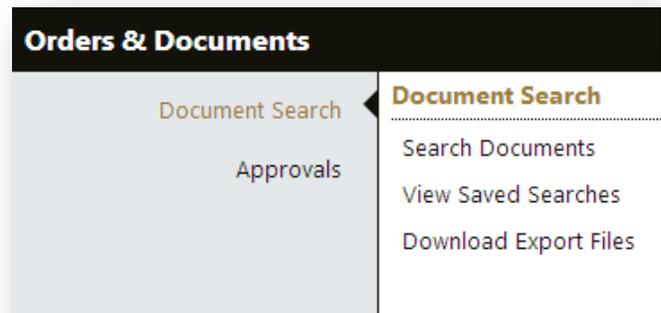




The shopping cart icon houses all the features related to shopping, cart management, and admin fields for managing shared carts. Click this icon to access the Advanced Search, draft carts, and manage groups and users for shared carts.



The 3 stacked papers icon houses all information related to both document search and approvals. Click this menu icon to search documents for receiving or history. This is also the icon to select to perform approval tasks.



The paper and pencil icon houses all information related to contracts. Currently, users can search for a particular contract if desired.



The building icon houses all information related to accounts payable information - invoices and receipts.

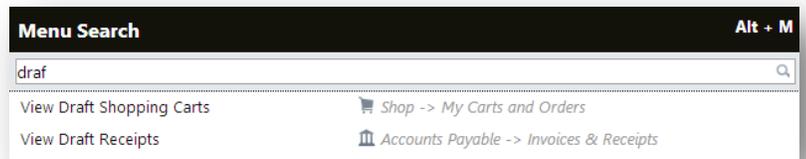
NOTE: The only invoices housed in Deacon Depot are electronic invoices from suppliers who have agreed to provide invoices in that format for purchases that have been made through Deacon Depot.





Finally, the binocular icon is a menu search feature to use when you're not sure where the page you're looking for "lives". Begin typing key words in the menu search bar, and the results portion of the menu search will auto-fill with matching results. You can then click the link for the desired topic.

For example, to find the draft carts screen, begin typing "draft" and matching results will display, as illustrated in the example to the right.



For frequently accessed pages, utilize the new Bookmark feature found in the upper right portion of the screen.

Complete these steps to bookmark a page:

1. Navigate to the desired page.
2. Click the star icon.
3. The menu will expand, listing any previously saved bookmarks. Click "Bookmark this page" in the bottom right corner of the menu.
4. Your newly bookmarked page will display in the list.
5. To edit a previously bookmarked page, click "Edit".
6. Click the red circle to delete a bookmark that's no longer needed. Rearrange the order of the bookmarks by clicking & holding the three lines icon to the right and dragging the bookmark to the desired place in the list.
7. Click "Done" when all editing is complete.

